

**Report Date:** 21 Feb 2014

**Summary Report for Individual Task  
805A-36A-8007  
Conduct Cost Management  
Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** You are a member of a Division G8 staff that has been assigned to conduct cost management for your command. You have access to: 1. General office supplies. 2. Internet connected computer, personal/desktop (only cpu w/std mouse, keyboard, sound card, cd-rom, & win os), printer laser (black w/printer cable). 3. The Cost Benefit Analysis Guide. 4. Historical cost data. 5. Major command cost drivers. 6. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation. This task should not be trained in MOPP.

**Standard:** Conduct cost management functions that establishes a cost plan, which promotes a cost culture that focuses on minimizing organizational costs.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

Task Statements
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**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** All required references and technical manuals will be provided by the local Command.

## **Performance Steps**

1. Identify historical cost drivers for your command.
  - a. Review historical command budget execution.
    - (1) Review all potential cost drivers.
    - (2) Collaborate with staff sections on understanding cost drivers.
  - b. Identify fixed and variable costs.
  - c. Identify direct and indirect costs.
2. Identify areas for cost management focus across the enterprise.
  - a. Identify cost driver candidates for potential areas of improvement.
    - (1) Identify areas of inefficiency.
    - (2) Identify areas of designated resource cuts.
    - (3) Identify quantifiable and non-quantifiable benefits.
  - b. Select cost drivers for a cost management improvement plan.
3. Develop a plan to improve cost management.
  - a. Construct cost management improvement plan for selected cost drivers.
    - (1) Target specific cost drivers.
    - (2) Ensure results are measurable.
  - b. Include feedback and reporting requirements in plan.
4. Monitor feedback and measure results of the cost management plan.
  - a. Monitor cost management plan across all stages of execution.
  - b. Quantify results against initial plan.
  - c. Review and analyze results.
5. Adjust cost management program as necessary.
  - a. Make necessary adjustments to cost management plan.
  - b. Refine feedback and measurement.
  - c. Apply Continuous Process Improvement (CPI) to the Cost Management Program.

6. Develop and promote a cost culture in your command.

- a. Report results of cost management plan to command and staff.
- b. Operate as a cost culture change agent for your command.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified historical cost drivers for your command by:			
a. Reviewing historical command budget execution.			
b. Identifying fixed and variable costs.			
c. Identifying direct and indirect costs.			
2. Identified areas for cost management focus across the enterprise by:			
a. Identifying cost driver candidates for potential areas of improvement.			
b. Selecting cost drivers for a cost management improvement plan.			
3. Developed a plan to improve cost management by:			
a. Constructing cost management improvement plan for selected cost drivers.			
b. Including feedback and reporting requirements in plan.			
4. Monitored feedback and measure results of the cost management plan by:			
a. Monitoring cost management plan across all stages of execution.			
b. Quantifying results against initial plan.			
c. Reviewing and analyzing results.			
5. Adjusted cost management program as necessary by:			
a. Making necessary adjustments to cost management plan.			
b. Refining feedback and measurement.			
c. Applying Continuous Process Improvement (CPI) to the Cost Management Program.			
6. Developed and promoted a cost culture in your command by:			
a. Reporting results of cost management plan to command and staff.			
b. Operating as a cost culture change agent for your command.			

#### Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	CBAG-V3.10	U.S. Army Cost Benefit Analysis Guide 3rd Edition	No	No
	DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures	No	No
	FM 1-06	Financial Management Operations	No	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful

effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805A-36A-7015	Perform Cost Benefit Analysis (CBA)	805A - Financial Management (Individual)	Approved
805A-36A-6036	Capture Unit Costs	805A - Financial Management (Individual)	Approved

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
805A-36A-8008	Facilitate FM Roles within the Acquisition Review Board Process	805A - Financial Management (Individual)	Reviewed

**Supported Collective Tasks :** None